

Job Applicant Privacy Notice

As part of any recruitment process, the charity collects and processes personal data relating to job applicants. The charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the charity collect?

The charity collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the charity needs to make reasonable adjustments during the recruitment process;
- criminal convictions
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The charity collects this information in a variety of ways. For example, data might be contained within the on line registration process and application, CVs or resumes, obtained from your passport or other identity documents, DBS checks or collected through interviews or other forms of assessment, including online tests.

The charity will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. The charity will seek information from third parties only once a job offer to you has been made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the charity process personal data?

The charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the charity to manage the recruitment process, allow you to share our job roles, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the charity is obliged to seek information about criminal convictions and offences. Where the charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Once a job offer is made as part of our Right to Work in UK or DBS checks we will use a Third Party credit reference agency. Your information may be kept by them and may be disclosed to its other customers for the purpose of assessing the risk of giving credit and occasionally to prevent fraud, money laundering and to trace debtors.

The charity will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the People and Development and recruitment team, interviewers involved in the recruitment process including on occasion any external parties who may be part of the recruitment panel, managers in the business area with a vacancy and IT and Payroll staff if access to the data is necessary for the performance of their roles.

The charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The charity will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks. We may also share your information with external employment law and HR advisers to produce a contract of employment or to take advice on issues, for example the scope of reasonable adjustment.

At times we may engage a recruitment agency or external consultants to support our recruitment exercise. In these circumstances we may be required to share limited candidate details with them to demonstrate that you have clearly applied for a vacancy directly to us that is outside of any agreement we may have with the external recruiter.

How does the charity protect data?

The charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees or volunteers in the proper performance of their duties.

For how long does the charity keep data?

If your application for employment is unsuccessful, the charity will hold your data on file for twelve months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the charity to change incorrect or incomplete data;
- require the charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the charity is relying on its legitimate interests as the legal ground for processing; and
- ask the charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact people@tenovuscancercare.org.uk. You can make a subject access request by completing the charity's form for a subject access request.

If you believe that the charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the charity during the recruitment process. However, if you do not provide the information, the charity may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.